MADERA COUNTY
DIRECTOR OF INFORMATION TECHNOLOGY

DEFINITION

Under administrative direction, to plan, organize and direct the activities of the Madera County Information Technology Department including support of all information services functions; to formulate and implement ongoing county-wide information system plans; to provide leadership, direction, strategic planning and coordination of information technology; and to perform related duties as required.

DISTINGUISHING CHARACTERISTICS

The Director of Information Technology is the department head responsible for administering all automation functions and activities for the County. The incumbent acts as a consultant to County departments on data processing issues and information systems. The Director of Information Technology is appointed by, and serves at the pleasure of, the Board of Supervisors and receives administrative direction from the County Administrative Officer.

SUPERVISION EXERCISED

Exercises direct and indirect supervision over assigned staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Plans, organizes, coordinates and directs the activities of the Information Technology Department; establish and implement system and operating standards, program changes, and departmental policies, procedures, and goals; formulates and implements strategies for providing responsive services related to information technology support to County departments; evaluates the effectiveness of existing services and operations; monitors, evaluates and defines project timetables in consideration of changing priorities; formulates and implements ongoing county-wide information systems plans; advises and confers with the County Administrative Officer on programs, activities, and information technology issues; consults and advises departments regarding the feasibility, priorities and cost effectiveness of automated functions; keeps abreast of technological developments and communicates those developments to County departments as needed; formulates and enforces County policy concerning the application and utilization of information processing systems; advises subordinates on administrative policies and procedures, technical problems, and service priorities; confers with hardware and software vendors, technical consultants, and negotiates acquisition of products and services; negotiates, administers and monitors contracts with computer consultants/vendors; appraises and recommends selection of new information processing equipment; develops the annual departmental budget and monitors expenditures; performs economic and technical feasibility studies for new hardware and/or software requirements and makes recommendations to the Computer Review Committee as appropriate; prepares and presents various technical reports on programs, activities and problems as well as reports to the Board of Supervisors on plans, objectives and timetables of major work programs; and, oversees the administration of personnel selection, evaluation and training.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and techniques of administrative organization, office management, budget preparation and fiscal control, and personnel administration.
Principles and practices of supervision and training.
Principles, methods and techniques used in the design, development and maintenance of computer systems in order to evaluate program priorities, goals, and objectives.
Principles and procedures utilized in the development and implementation of new or revised programs.
Principles and practices of contract negotiation.
Principles and techniques of program planning and scheduling.
Current developments and trends in the field of telecommunications and electronic data processing.
Operation of computer systems and related equipment.
Principles of software programming.
Operation production capacity and general capabilities of data processing equipment.
Telecommunications.
Local and wide area networks.

Skill to:

Operate a variety of modern office equipment, including computer equipment and peripherals.
Operate a motor vehicle safely.

Ability to:

Plan, organize, and administer a county-wide information system.
Determine cost effectiveness by performing studies, analyze document findings and evaluate alternatives.
Coordinate, schedule and monitor data processing projects.
Work with departments and the Computer Review Committee in developing, coordinating, and implementing short and long range data processing plans, goals, and objectives.
Assess staff training needs.
Develop and provide effective supervision and training.
Plan, delegate, prioritize and evaluate work of staff.

Ability to:

Develop and administer a budget.
Establish and implement policies and procedures.
Analyze situations accurately and take effective actions.
Prepare and present clear and concise correspondence, reports, and recommendations.
Communicate clearly and concisely, both orally and in writing.
Explain policies, procedures, and recommendations on a variety of issues to various groups.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:
Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Seven years of increasingly responsible experience in data processing systems analysis, programming or computer operations for information systems, including at least two years in a management, administrative or supervisory capacity.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in information systems, computer science, public or business administration, or a closely related field.

License or Certificate:

Possession of a valid California Driver's License issued by the State Department of Motor Vehicles.

Special Requirements:
Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with some ability to sit, stand, walk, kneel, stoop, twist, and lift 25 lbs.; exposure to electrical hazards; ability to travel to different sites and locations.

Date: March, 2001.